

CHAPTER 4

Entering Contract Description and Status

What you will learn from this Chapter:

- **Navigating the Contract Menu**
- **Entering Contract Information**
- **Contract Description Narrative**
- **Providing Contract Dates**
- **Contract Status**



CHAPTER 4: Entering Contract Description and Status

Many of the initial tasks we perform on our contracts will be covered in this Chapter. This chapter may be considered the true “**contracts control center**” for our work within the RMS program, as everything we are likely to need considering our particular contract will be accessed within this module. The entries discussed in this module, and the next, are typically referred to as “Planning Activities”...as once the information is entered, it seldom requires further modification. The exception of course, is the Construction Manager’s Report that needs to be updated prior to the **PROMIS** refresh. The module **Contract** reflects the areas we will cover in detail throughout this Manual:



- **Administration**
- **Finances**
- **Quality Control**
- **Quality Assurance**
- **Submittals**
- **Schedules**
- **Closeout**
- **Import / Export**

• **Contract / Administration**

RMS segregates specific tasks under this selection as can be seen on the **Contract Menu**: **Contract Description, Contract Status, Contract Setup, Contract Plans, Correspondence, User Defined Entries, Prime Contractor, Subcontractors, Contractor Insurance, Contractor Payrolls, and Labor Interviews.**

• **Contract Description**

This next screen is extremely critical, as the information entered will be used for downloading **CEFMS** data and will be used on many of the reports generated by RMS. It is the screen presented when you initially add a new contract to RMS.



Contract Information data can be located from several sources. If the contract has been loaded in **PROMIS**, you should begin by downloading that information to ensure coordinated databases and reduce entry requirements. *DD Form 1391* is the form prepared by a Military Customer and sent to Congress to request appropriation for a contract. It will contain the contract title, the scope of the work, an estimate of the cost, and the required dates for the contract to begin. If you don’t have a *DD Form 1391* (i.e., a non-military contract), you should have a Design Analysis or a Project Book that will present similar data. You may also need to enlist the help of other Staff Members, such as the Resident Engineer or Project Manager, for some data.



If a contract is added in RMS in the early planning stages, you may have nothing but a TITLE. After setting up a Contract number, entering the title and office, there is enough information to make the contract available under the Future menu.

• Contract Menu - Administration – Contract Description

A. The **Contract Title** was previously entered when the contract was added to RMS. However, it can be changed from this screen. Since the cell is only forty (40) characters in length, you may need to be a little creative fitting the complete title within the space.

B. The **Short Title** is used on many RMS reports and calendars and is the abbreviated name of the contract. The description you enter into the twenty (20)-character field should easily identify the contract to you and others that may see it.

C. The **Contract Number** must be entered correctly and it must match the contract number in **CEFMS**. This number, along with the **Delivery Order** number, is used to download all finances from **CEFMS**. Without a correct match, a download will not be successful.

D. If the contract is actually a **Delivery Order** (Task Order), indicate the number here. This number is unique for each Delivery or Task Order, while the contract number may be common among many Delivery or Task Orders.



If a Delivery Order exists, and is not entered, the CEFMS download will not be correct. You will have critical data missing and be unable to establish the true CWE. The Delivery Order Number must EXACTLY MATCH the one in CEFMS.



MORE THAN YOU WANT TO KNOW: (Or, “What you always wanted to know, but were afraid to ask!”):

Aren’t you curious about all those characters that make up our contract numbers and delivery order numbers? Well, here is Class 101:

The Contract Number is referred to by Contracting Folks, as the “Award Procurement Instrument Identification Number.” It is the Basic Identification Number assigned to a procurement document in accordance with the Uniform Procurement Instrument Identification Numbering system set forth in DFARS Part 4. The number consists of four distinct parts as follows: Position: 1-6: Identification of Purchasing Office, 7-8: Last two digits of the fiscal year in which the number was assigned, 9: Type of Procurement Instrument Code, 10-13: Four position serial number.

The Award delivery order number is a four-position field number to identify a delivery order against a requirements contract or an agreement.

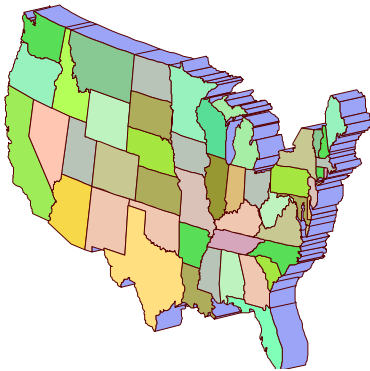
Assume that the Award PIIN is entered in the following format: xxxxxx-xx-x-xxxx. The first 16 positions of the AWARD PIIN must contain the formatting (dashes) and must be uppercase. Thus: DACA09-00-C-0001

Assume that the Award PIIN is entered in the following format: xxxxxx-xx-x-xxxx-xxxx. If the award or award modification is a delivery order, you have numbers in positions 18 - 21 of the Award PIIN. Otherwise, you will have blanks. These must also be in uppercase. Thus: DACA09-00-C-0001-0001

E. The **Fiscal Year** should be entered and is used for such things as tracking potential retiring funds.

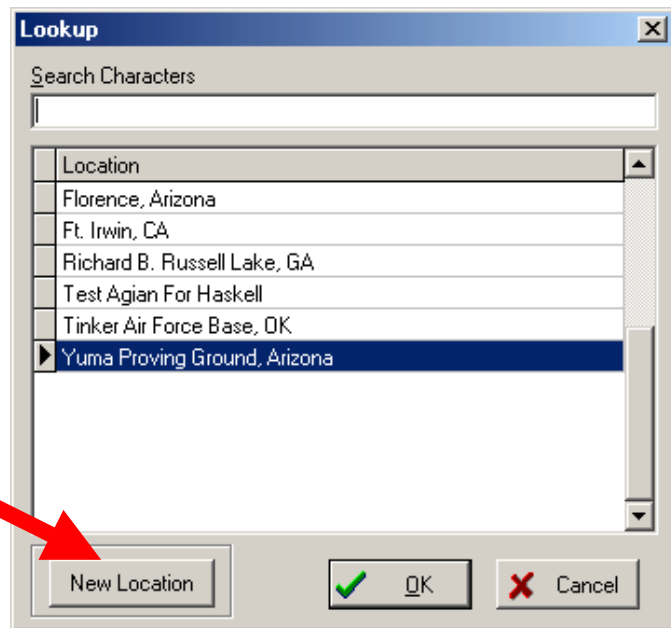
F. The **FAR** refers to the office that will administer the contract as the *Contract Administration Office* (CAO). This is usually the office of the Administrative Contracting Officer, or Contracting Officer Representative and should be entered here as the **Contract Office**. Instead of a lookup window, this selection uses a drop-down menu with all offices listed alphabetically.

G. The **Contract Location** is referring to the physical location that the contract will be performed. The information is used in RMS reports, which can be sorted by such location(s). A lookup screen is available from which to choose the proper location.



When a lookup window has an extra button in this position...

you can ADD to the Library from this location. It will save you the time and trouble of using the “Seek and Find” method, such as Columbus used to find the Americas.



NOTE: The above lookup list has ‘Search Characters’ at the top. When you enter characters here, RMS will find the first match in the *Location* column, and take your cursor to that entry.

Contract Menu - [PROMISTEST] DACA09-97-C-0052 NA Landfill Expansion

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Administration - Contract Description

Contract Description

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Contract Information Contract Access Control

Contract Title: Landfill Expansion

Short Title: Landfill (Short title used for listing reports)

Contract Number: DACA09-97-C-0052 Delivery Order: NA Fiscal Year: 1997

Contract Office: Roadrunner Resident Office

Contract Location: Yuma Proving Ground, Arizona

Contracting Method: FIRM FIXED PRICE

Customer Type: U.S. ARMY

Architect: DMJM and Associates

Contract Description: Sanitary Landfill expansion for the Yuma Proving Ground Army installation.

Buttons: Edit

Callouts: H (Contracting Method), I (Customer Type), J (Contract Description), K (Contract Description)

Cursors in Use: 4

H. A lookup screen is available from which to choose the proper **Contracting Method**. You may need to verify this contract type with Contracting Division if you are not familiar with the available choices. Of course, the most common type within the Corps of Engineers is the **Firm Fixed-Price**, Contracting Method (**J**).

Lookup

Search Characters

Type	Description
A	FIXED PRICE REDETERMINATION
J	FIRM FIXED PRICE
K	FIXED PRICE ECON PRICE ADJUST
L	FIXED PRICE INCENTIVE
R	COST PLUS AWARD FEE
S	COST CONTRACT
T	COST SHARING
U	COST PLUS FIXED FEE
V	COST PLUS INCENTIVE FEE
Y	TIME AND MATERIALS
Z	LABOR HOUR CONTRACT

Buttons: OK Cancel

I. The **Customer Type** is important to RMS in that it determines the **Real Property Category Codes** to be used for **Closeout** activities. Specifically, the codes are used on the *DD Form 1354* for Military contracts that use Appropriated funds. Some other Agencies (non-Military) also have category codes that may be required or desired (such as EPA and HUD). RMS is provided with the Air Force, Army, and Navy Category Codes, but must be updated locally as revisions are issued. These are developed by GSA for all government agencies and should not be changed simply to comply with local desires or whims.



Lookup

Search Characters

Type	Description
ARMY	U.S. ARMY
NAVY	U.S. NAVY AND MARINE CORPS
OTHR	OTHER AGENCY
USAF	U.S. AIR FORCE

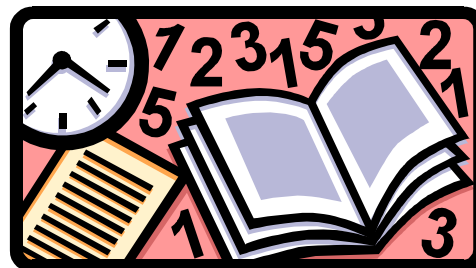
OK Cancel

NOTE: The above lookup table may have more Customer Types than the three original DOD departments and the “OTHR” category. If your District does not do work for these agencies, you may delete them from the list.

You should **ADD** a Customer Type only if you intend to add to the library the related 1354 Category Codes from the Catalog for that agency and provide the agency with a listing of real property and related category codes.

J. The Architectural Firm, or Design Firm name should be placed here. The Section/Division, etc., could be used if it is a Government Designed (In-House) contract.

K. The **Contract Description** should be entered as listed in the IFB/RFP (*Instructions to Bidders Section 00100*) or as may have been modified during the Award process (do not include Additive or Option Items not yet awarded). You may need to update this Memo field as the contract changes by modification, etc.



**SPEED
BUMP
AHEAD**

The Contract Description will print out on the Contract Status Report and provided to Customers and Higher Headquarters. It should be complete, yet concise. If you do not have a **REAL** need to abbreviate words, “Don’t”, and the report will give a better appearance.

Contract Menu - Administration – Contract Status

The **Contract Status** selection contains **THE** information used to update PROMIS and the PM Module for upward reporting of our contracts to Higher Headquarters. The **Contract Status** selection provides an easy way for management to keep up with the status of a contract; therefore it is critical that the data be consistent and accurate. This selection includes four (4) Tabs: **Status/Issues**; **Milestone Events**; **Monthly Schedule** and **Cost/Time Growth**.

• Status / Issues Tab

A. **Placement** – The **Scheduled** percent is completed from the **Monthly Schedule** module and the **Actual** percent is completed automatically by RMS from the **Payment Module**.

B. **Contract Status** – Use the drop-down menu to select the AMPRS-type Status Code that reflects the true status of the contract. These item descriptions come from the **System Library**.

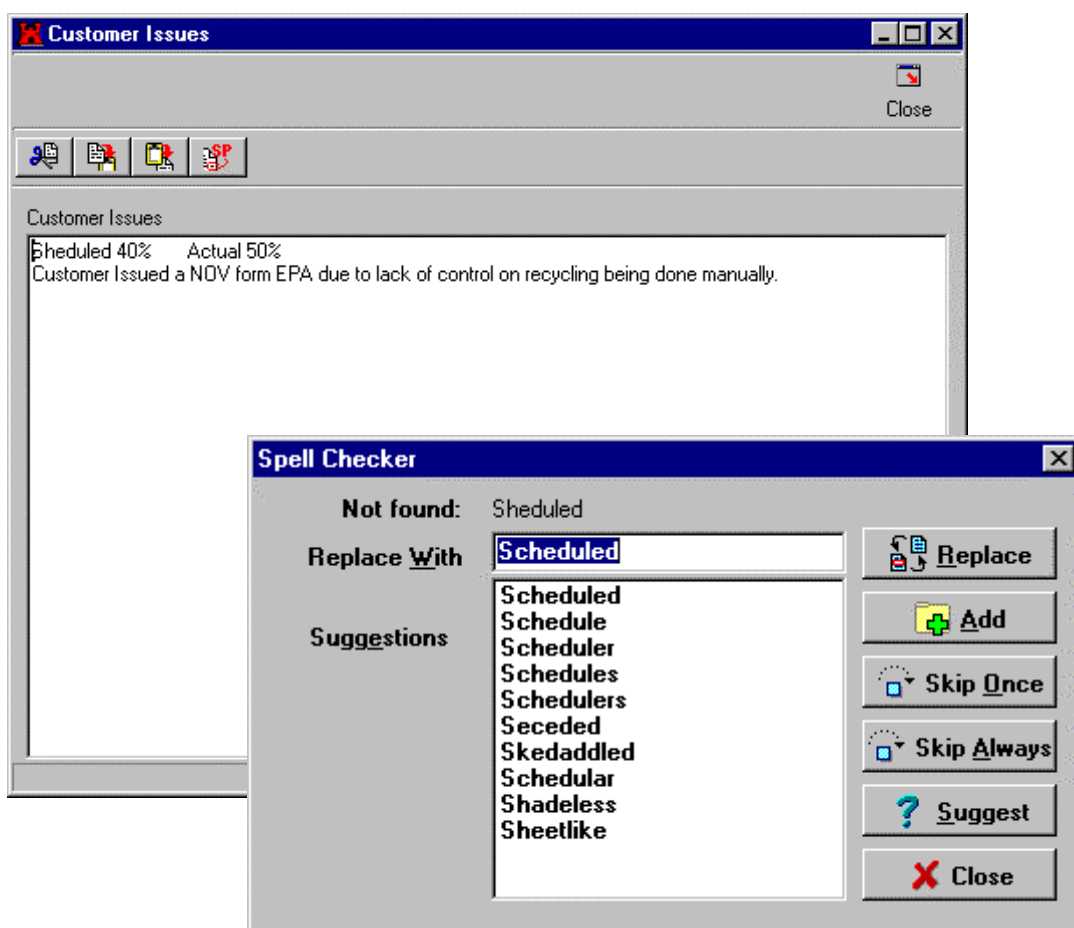
Fields including **Placement**, **Contract Status**, **Primary Delay Codes** and **Issues/Remarks** should be verified immediately prior to uploading RMS to PROMIS.

C. Primary Delay Code – The drop-down menu for this selection will present a listing from the Library showing each of the Delay Codes required by PROMIS. Select the appropriate one for this contract. These item descriptions also come from the **System Library**.

D. Remarks – This short field is primarily for the Project Manager, and will be shared with PROMIS.

E. Status / Issues To Customer - This narrative should be accurate, concise and kept current. It is the primary reporting tool for PROMIS and Higher Headquarters. The Edit button gives you a typical RMS full-screen with **Cut**, **Copy**, **Paste** and **Spell Check** option buttons.

To use the **Spell Check**, place your cursor on a word, or group of words, (in this example, the cursor was on a misspelled word, Sheduled) and push the button. A screen will appear with suggested replacement words from a dictionary. Choose the appropriate word, or you can **Add** the word to the dictionary if you are sure it is a correctly spelled word.



F. Additional Remarks to Project Manager - This narrative is used by PPMD and shared with PROMIS. The intent of the field is that it is to be used as a *Notepad* for the Project Manager.

• Milestone Events Tab

Milestone events are important occurrences in the life of a contract. Milestones can be described in two basic ways. One, they are either mandatory or optional. All mandatory milestones are automatically copied to every contract and are reflected on the screen below. Two, non-mandatory milestones relating to a contract are manually selected on a per contract basis.

Milestones are arranged in the library in sub-groups by the time period in which they occur. The sub-groups are:

- **Pre-Award Events** **All Events occurring prior to Award**
- **Construction Events** **Events occurring during the construction process**
- **Post Construction Events** **Events occurring after physical construction**

The information on this tab includes mandatory milestones and other mandatory information for an Active Contract.

Much of the data on this screen are captured and or shared from other areas within RMS. For example, the **Major Milestone Dates** are all captured from the separate **Milestone** area (under **Schedules**), but can also be updated or changed from this screen.

The dates represented on this tab reflect those **MANDATORY** dates (milestones) that RMS requires for management, tracking and reporting. You may add other (optional) milestone dates in the **Local Library** and use them for all or selected contracts. You enter the **Scheduled** dates as soon as they become known. As the event takes place, enter the **Actual** date.

If the DATES are incorrect or otherwise need to be changed, as you make changes here, they will also automatically be changed under the Milestones Schedule.



Milestone Events Tab (Continued)

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Status / Issues **A** **B** Milestone Events Monthly Schedule Cost / Time Growth

Active Contract

Original Duration: 400 days
 Current Duration: 400 days

Original Date	Scheduled Date	Actual Date
	07/08/2000	07/04/2000
	07/07/2000	07/10/2000
08/14/2001	08/14/2001	
08/14/2001	09/18/2001	
	09/13/2001	
	12/24/2001	

Construction Contract Award **C**

NTP Acknowledged **D**

Required Contract Completion

Beneficial Occupancy Date

Construction Complete - Physical **E**

Construction Complete - Fiscal **F**

G **H**

A. Original Duration – This entry should reflect the original length of the contract or Delivery (Task) order in **Calendar Days**. You may find that information within the contract, in the award letter from Contracting Division to the Contractor, or on the Delivery (Task) order itself. This date is important in that it will be used time growth reporting, etc.

B. Current Duration – The entry is computed automatically by RMS and is the sum of the Original Duration and any time extensions granted to-date.

C. Construction Contract Award – This is the entry that will move a contract from **Future Status** to **Active Status**. The date should match the date on the Award letter to the contractor or the date on the Delivery (Task) Order.

D. Notice To Proceed (NTP) – The **NTP** date is the date the Contactor acknowledges receipt of the **NTP** from Contracting Division. This is the date that determines the START of the allowed duration of the contract. The day the **NTP** is signed by the Contractor (*or is picked up at the Post Office*) is counted as day **ZERO**. The NTP date determines the date of the first Daily Log prepared by the Contractor and the Government and is used to calculate the completion date of the contract.

E. Required Contract Completion - These are information fields that RMS populates automatically. The “required” date is calculated by adding the duration of the contract from the NTP date. The “scheduled” date is populated from the Milestone module.

F. Beneficial Occupancy Date – The Beneficial Occupancy Date is often referred to as the “BOD” of the contract. It is typically the date the contract is turned-over to the Customer and is considered to be complete “for its intended purpose”. Most often, the Contractor will have remaining punch list items or modifications to complete before the contract is considered “physically complete”.

G. Construction Complete – Physical – This date will move a contract from **Active Status** to **Completed Status** in the *Contract Explorer*. The **Actual Date** will typically be entered when **ALL** work, including Modifications and Punch List Items are finished.

H. Construction Complete – Fiscal – The **Fiscal** completion date is the date all financial data for the contract is completed by *Finance & Accounting Division*. The actual, and final, financial amounts will be entered on the final copy of the DD Form 1354, for Military contracts.

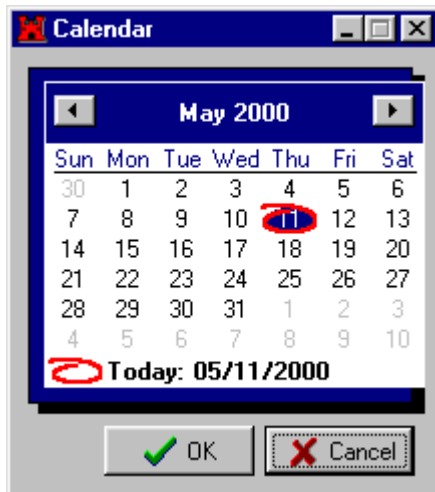
Dates are easy to enter in RMS as a Calendar is provided with today’s date marked. Although you may simply select the date, you may also enter it manually. However, when entering the date manually you must enter the date in this format: **MM/DD/YYYY**. For some of the date entries RMS will not allow a future date.

The **DATE** cells throughout RMS are provided with a lookup. You can simply double click on the desired day, or use the **OK** button. You can scroll from month-to-month if necessary.

If you “left-click” on the MONTH, a drop-down menu will allow you to select any given month.

If you “left-click” on the YEAR, you can proceed forwards or backwards for a particular year.

If you “right-click” on either the month or year, you can select TODAY’S date.



• Monthly Schedule Tab

This information is used for placement projections, reports and is uploaded to HQUSACE via the Promis module. This screen is the same one found under “Schedules” and will be fully explained in that Chapter of this manual.

What we need to understand at this point is that this information goes to the **PROMIS** module and should be kept current. The initial schedule is typically based on a **Sin²** curve. If you are importing the contractor’s **NAS** (via the SDEF), you should use the selection “**Activity Schedule**” for more accurate reporting.

The “**Actual**” column is automatically updated with each progress payment generated, but can be changed if required.

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Status/Issues Events Monthly Schedule Cost/Time Growth

Active Contract

Program Amount \$4,000,000.00
 Current Contract Amount \$2,500,000.00

Month	Year	Scheduled %	Actual %	Actual Placement Amount to Date
Jul	2000	0	0	0.00
Aug	2000	0	0	0.00
Sep	2000	0	0	0.00
Oct	2000	0	0	0.00
Nov	2000	13	13	325,000.00
Dec	2000	24	24	600,000.00
Jan	2001	39	39	975,000.00
Feb	2001	54	54	1,350,000.00
Mar	2001	67	67	1,675,000.00
Apr	2001	80	80	2,000,000.00
May	2001	90	0	0.00
Jun	2001	96	0	0.00
Jul	2001	99	0	0.00
Aug	2001	99	0	0.00

Generate Schedule Graph

Cursors in Use: 6

A. Program Amount – This amount should equal the amount of money programmed for the contract, either by Congress or a Customer. The contract will typically not be permitted to exceed this amount without special justification and authorization.

B. Current Contract Amount – RMS will automatically populate this field with the amount of the original contract, as it was awarded, and add to it any completed Modifications.

C. Generate Schedule – Selecting this button will produce a drop-down menu from which you will be able to choose a Sin² Curve, Early Activity Schedule, Late Activity Schedule, or and Adjusted Schedule.

D. Graph – This selection produces a graph of the schedule type chosen.

“Unchecking” the “3D” box can also show a thin-line graph.



- **Cost / Time Growth Tab**

(Information screen only – no changes can be made from this screen.)

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Active Contract

Program Amount: \$4,000,000.00
 Current CWE: \$2,638,500.00 (66 ± PA)
 Management Reserve: \$0.00
 CWE w/ Management Reserve: \$2,638,500.00 (66 ± PA)

	Amount	% Cost Growth	Duration	Contract Completion	% Time Growth
Award Contract	\$2,500,000.00		400 days	08/14/2001	
Completed Modifications	\$0.00		0 days		
Current Contract	\$2,500,000.00	0%	400 days	08/14/2001	0%
Pending Funded Changes	\$0.00		0 days		
Pending Unfunded Changes	\$0.00		30 days		
Estimated Contract	\$2,500,000.00	0%	430 days	09/13/2001	+7%

Cursors in Use: 5

Contract **Cost and Time Growth** is computed and updated by RMS from the **Award CWE** and all contract changes and/or modifications.

